



## **Background**

Schools will derive benefit from the regular, comprehensive evaluations of their operational procedures and curriculum implementation. Therefore all schools will participate in an evaluation program for the purpose of improving and enhancing the quality of education offered to students within the goals of the school, division and Alberta Education.

## **Procedures**

1. The school shall participate in an evaluation at the request of the Local School Board Committee provided to the superintendent.
2. The superintendent shall advise the board of the schedule of evaluations over the next three-year period.
3. The superintendent shall ensure that the community and school personnel are made aware of the request of the Local School Board Committee and the purpose and process of the evaluation.
4. The evaluation shall be conducted by an evaluation team appointed by the superintendent in consultation with the Local School Board Committee.
5. The superintendent shall designate the chairperson of the evaluation team.
6. Prior to the evaluation, the chairperson of the evaluation team will meet with the Local School Board Committee and:
  - 6.1 The principal to define the purpose and the process of the evaluation.
  - 6.2 The principal, staff, and interested community members to explain the process to be followed in the evaluation.



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7. Prior to the commencement of the evaluation, the chairperson of the evaluation team will provide an opportunity for the identification of special needs to be addressed through the evaluation.

This identification process may include, but is not restricted to, divisional personnel, trustees, Local School Board Committee members, parents, students, and community members.

8. The criteria established for the evaluation components and the timeline for the completion of the evaluation will be made known to those affected prior to the commencement of the evaluation.
9. The evaluation team will gather data relative to the program components and criteria utilizing appropriate data collection procedures and techniques.
  - 9.1 The sequence, scope, and process of data collection will be made available by the evaluation team prior to the evaluation in sufficient time to allow for adequate system preparation.
  - 9.2 The data collection process of document analysis may include a review of divisional program policies, teacher plan books, instructional timetables, attendance records, curriculum documents, resource materials, and other data sources as required.
  - 9.3 The data collection process of observation may include selected school and classroom observations and on site inspections as well as other data sources as required.
  - 9.4 The data collection process of surveying may take the form of questionnaires, interviews, community meetings, or other techniques as required and may include community members, student, staff, Local School Board Committee members or other sources as required.
10. The chairperson of the evaluation team will arrange to meet and discuss the draft report with the superintendent, principal and the chairperson of the Local School Board Committee for the purpose of sharing and verifying the information prior to the presentation of the final report. The chairperson should also assess the economic and organizational feasibility of any anticipated recommendations.



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### Evaluation of Schools

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11. The final report shall include:
  - 11.1 An explanation of the process and the conduct of the evaluation.
  - 11.2 An assessment of the suitability of the program objectives, the efficiency of the delivery system in achieving the stated objectives, and the degree to which the stated objectives were achieved.
  - 11.3 Both commendations and recommendations that will assist in the overall improvement of the educational program of the school.
12. The final report will be presented to the board who shall make it available to the school staff and the members of the public. Sufficient copies shall be distributed to the principal, the school staff and the Local School Board Committee. Copies shall be made available to the general public upon request.
13. The superintendent shall ensure the recommendations are addressed by the appropriate personnel and shall report back to the board within three years the degree to which the recommendations have been implemented.